



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Personnel

TITLE: Applications and Resumes of Prospective Staff

CUTOFF: End of Month

DESCRIPTION: Applications and resumes that have been submitted to the Personnel Department from prospective employees.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22906

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Criminal History Checks - negative results

CUTOFF: Completion of check

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22991

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008

TITLE: Criminal History Checks - positive results

CUTOFF: EOCY

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22907

SERIES STATUS: Approved

APPROVAL DATE: 12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Personnel

TITLE: Employee Files**CUTOFF:** Separation of employment

DESCRIPTION: File on employees that include but are not limited to, basic identifying information, completed employment application, COI applications, official notice of employment, acknowledge and receipt of handbook format, employee consent, staff sexual misconduct and harassment acknowledgement, domestic violence conviction, federal and tax forms, payroll direct deposit, MOSERS forms, promotions, demotions, letters of caution, commendations, resignations and acceptance letter, retirement, reemployment requests etc.

RETENTION: Years: 7 Months: Days:

NOTES: Official personnel file maintained by the Division of Human Services.

DISPOSITION ACTION: Destroy

SERIES #: 22908**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

TITLE: Interview Packets**CUTOFF:** EOY

DESCRIPTION: Vacant position interview material that can include interview questions, responses, applicant resumes/applications, certificate/register, recommendation, appointment letter, etc.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22909**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008

TITLE: Personnel Office Records**CUTOFF:** EOY

DESCRIPTION: Information related to personnel operations. Records may include but are not limited to lists of employees by position, employee information, names, leave status, probationary period ticker, and allocated vacation position list.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22910**SERIES STATUS:** Approved**APPROVAL DATE:** 12/17/2008
